



# DRAFT

## User Guide

### Letter of Interest Online Form

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### Export-Import (Ex-Im) Bank of the U.S.

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## I. Letter of Interest Introduction

The Letter of Interest (LI) is an indication of Export-Import (Ex-Im) Bank's willingness to consider financing a given export transaction based on a limited review of the transaction. An LI is not a commitment to finance the transaction or project; it is an expression of interest in financing.

LIs are not available for credit guarantee facilities or exports of items to be used for nuclear power plants, nuclear fuel research reactors and related facilities. They may also be restricted in other circumstances including, but not limited to; country conditions, economic impact, and excessive transactions or exposure amounts. Ex-Im Bank may request additional information in connection with an LI application, and issuance of a Letter of Interest is at the sole discretion of Ex-Im Bank (the Bank).

Applicants should apply for an LI during the bidding or negotiating stage of an export sale when the following conditions exist:

- An indication from Ex-Im Bank on the general eligibility of the transaction, participants, and there is a need to export the goods and services.
- The repayment terms and other program guidelines in the LI provide specific enough guidance for defining the transaction.

Ex-Im is committed to processing an LI application within seven (7) business days to give you a preliminary idea whether or not the Bank can provide financing.

The terms and conditions in the LI are valid for six months. You may request renewal of the LI at six-month intervals, for up to two years; however, keep in mind that the terms are subject to change.

## II. Logging into the Application Intake System

For your convenience, Export-Import Bank provides a form to fill out and submit online to request a Letter of Interest. You will login to the Application Intake System at (insert web address here) to access the form, other forms and functions, and your account. To begin, you can log into your existing Ex-Im Online account or create a new one if you are a new applicant.

**If you already have an account:**

1. Type in your login name and password.
2. Click [Login](#).

Note: Click the link for "Forgot Password?" to retrieve a forgotten password.

**If you are a first time applicant:**

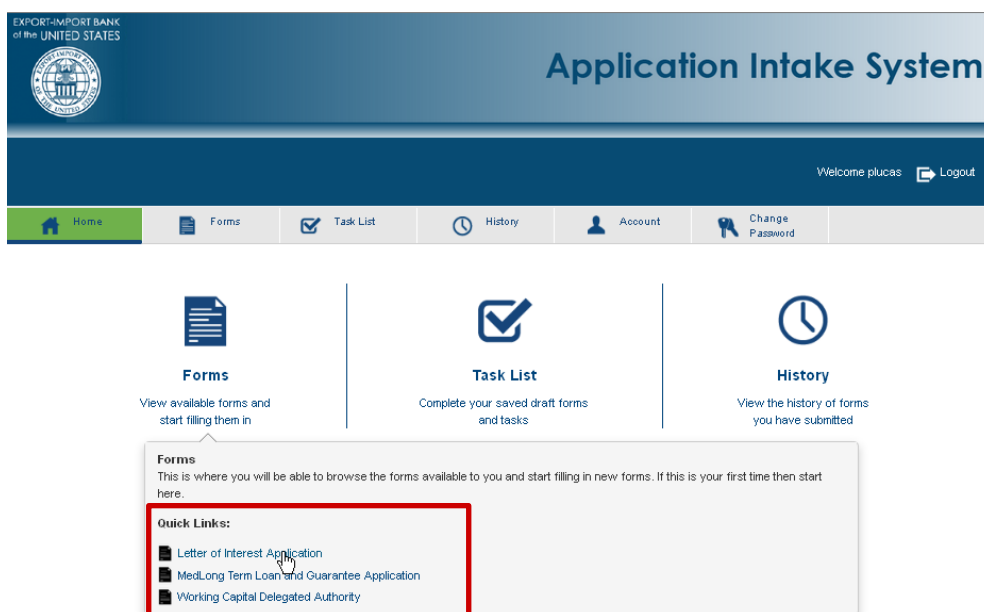
1. Click [Create New Account](#) on the Login Page to redirect to the Create User Account page. Note this page will look a bit different from the page you were just on.

2. Accept Exim's Privacy Policy
3. Enter login information such as user ID, password, name, address, phone, etc.
4. Click **Create Account**
5. Once in the system, click on "Start an LI application" to be returned to the LI form.

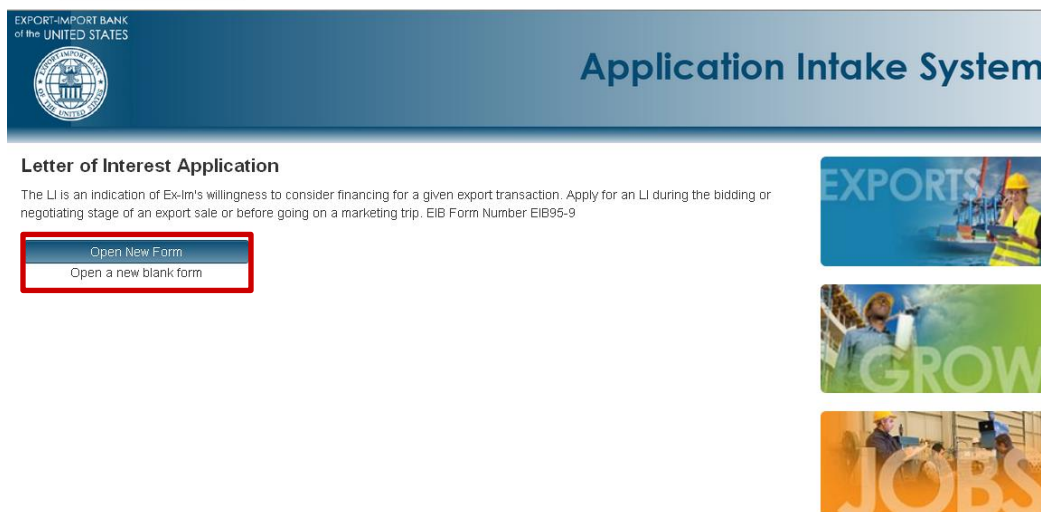
### III. Accessing the LI Form

Once logged in, you will see the Application Intake System page providing access to any form through the Forms icon. You can also access your account information through the History icon.

1. Select the 'Letter of Interest Application' link in the Quick Links under Forms.



6. Click **Open New Form** to proceed to the Guidance Page.



## V. Letter of Interest– Guidance Page

The Letter of Interest Application Guidance Page explains the purpose of the application, the conditions and criteria for applying, and the application fee. On the page is a link to the Tools page on the Ex-Im Bank's public web site that explains more about working with the LI, including the following:

- Instructions for applying and submitting
- The timing of issue, terms and conditions, eligibility requirements, and restrictions on credit availability
- Links for a PDF copy of the form, a sample LI, and a term sheet

Read all the information and choose one of the following buttons:

- Click **Accept** to indicate that you have read the terms on the Guidance page. This will allow you to proceed to the first page of the application, the Pre-qualification section.
- Click **Reject** to return to Open New Form page and terminate the application process.

**EXPORT-IMPORT BANK of the UNITED STATES**

### Application Intake System

#### Letter of Interest Application

**Letter of Interest Application Guidance**

Before viewing the Letter of Interest Application, you should read and acknowledge the Application Guidance below.

Applying for a Letter of Interest

The Letter of Interest (LI) is an indication of Ex-Im Bank's willingness to consider financing a given export transaction. Apply for an LI during the bidding or negotiating stage of an export sale when the following conditions exist:

1. You need an indication from Ex-Im Bank on the general eligibility of the transaction participants and the goods and services to be exported.
2. The repayment terms and other program guidelines in the LI provide you with specific enough guidance for your transaction.

An LI is generally issued within seven business days after Ex-Im Bank receives the application. The terms and conditions in the LI are valid for six months. At the request of the applicant, the LI can be renewed at six-month intervals, for up to two years. However, the terms are subject to change. Please note that an LI is not a commitment to finance the transaction or project.

An LI is available for the sale of eligible goods and services that are shipped from the United States to a foreign buyer. To be eligible for Ex-Im Bank support, goods and services must be produced/originated entirely in the U.S. and contain U.S. - or foreign - originated components. Typically, LIs are only issued for goods and services that are sold on payment terms of two years or more. The review of the LI application includes comparing the transaction information to Ex-Im Bank's cover policy and other basic eligibility criteria. The review also identifies any potential issues that may need to be analyzed in more detail when an AP application is reviewed.

Any responsible party may apply for an LI. The applicant for an LI is usually the U.S. exporter or a financial advisor representing the exporter. A financial advisor acting on behalf of a foreign buyer may also apply for an LI, but the LI will be issued directly to the foreign buyer. A foreign buyer or borrower may also apply. The refundable processing fee for an LI is \$50 for an online application. This fee will be refunded if Ex-Im Bank decides not to issue an LI for the proposed transaction.

LIs are not available for credit guarantee facilities or exports of items to be used for nuclear power plants, nuclear fuel research reactors and related facilities. They may also be restricted in other circumstances including, but not limited to: country conditions, economic impact, and excessive transaction or exposure amounts. Ex-Im Bank may request additional information in connection with an LI application, and issuance of a Letter of Interest is at the sole discretion of Ex-Im Bank.

LIs are available for large aircraft transactions on a case-by-case basis. Contact the Transportation Division (202-565-3550) for information concerning financing of large aircraft and ancillary equipment.

For more information, click [here](#) to go to the ExIm.gov Letter of Interest page.

By clicking the "Accept" button, you are acknowledging that you have read the Letter of Interest Application Guidance.



## VII.LI Pre-Qualification

The first step of the LI application is a pre-qualification process that checks the eligibility of the proposed transaction to ensure the Export-Import Bank supports the basic characteristics of the intended goods or services for export. **You must complete the pre-qualification in order to proceed.**

To check if you pre-qualify:

1. Make a selection for each of the questions. All fields are required.
  - Note: Click the Help bubbles for explanation on the options for selection.
2. Click [Do I pre-qualify for Ex-Im Bank financing?](#)
3. The system will check the information entered in the fields according to the Country Limitation Schedule (CLS) and indicate if the transaction meets the pre-qualification standards. Note: this pre-qualification does not guarantee financial assistance by Ex-Im Bank.

**Letter of Interest Application**  
OMB # 3048-0005

*\* indicates required field*

**Menu**  
▶ LI Pre-Qualification

**LI Pre-Qualification**

Please indicate the Letter of Interest (LI) pre-qualification criteria for this application using the three drop-down menus below. Once you have made your selections, click the "Do I pre-qualify..." button to continue. Click on the question mark icons for additional help.

Country Exporting To: \*

Desired Duration of Terms: \*

Sector: \*

Do I pre-qualify for Ex-Im Bank financing?

Save & Exit

Short-Term insurance policies are up to one year in duration. Medium-Term transactions can extend to seven years. Transactions longer than seven years are considered Long-Term. Please see Section 1.05, "Repayment Terms" of the [Guidelines for Letter of Interest](#) or [Country Limitation Schedule](#) for more information on repayment terms.

Ex-Im Bank defines "public sector" as including those obligors or guarantors which are at least 50 % owned, directly or indirectly, by the government.

Ex-Im Bank defines "private sector" as including those obligors or guarantors who have no government ownership OR are less than 50 % owned, directly or indirectly, by the government.

Pre-qualification for Letter of Interest (LI) submissions is determined by the criteria in the fields above. Please see the [Country Limitation Schedule](#) for more information. Note that pre-qualification does not guarantee financial assistance by Export-Import Bank.

**Help Information**

- **If not approved:**
  1. An error message appears stating that the transaction does not pre-qualify for Ex-Im Bank financing. The error message gives a link to the CLS and a contact number for more information and help.

Do I pre-qualify for Ex-Im Bank financing?

This transaction does not qualify for Export-Import Bank financing due to a country limit, the desired duration of terms, the type of purchasing company, or a combination of these three factors. Check your selections above and click "Do I pre-qualify..." again to resubmit your pre-qualification criteria. For more information, refer to the [Country Limitation Schedule](#) or please call Exim Bank at 202-565-3800.

2. Because of the ineligibility, the request for an LI cannot be fulfilled.
3. You exit the form or can change the selections and resubmit.

- **If approved:**
  1. An approval message shows that the specified transaction does pre-qualify for Ex-Im Bank financing.
  2. The Left Menu expands to display the available LI form sections to complete.
  3. The **Next** button appears at the bottom right to navigate to the Participant Section.

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OMB #: 3048-0005

*\*indicates required field*

**Menu**

- ▶ LI Pre-Qualification
- Participant
- Special Features
- Product Information
- Financing Worksheet
- Transaction Information
- Certification
- Application Processing
- Fee and Confirmation

**LI Pre-Qualification**

Please indicate the Letter of Interest (LI) pre-qualification criteria for this application using the three drop-down menus below. Once you have made your selections, click the "Do I pre-qualify..." button to continue. Click on the question mark icons for additional help.

Country Exporting To: \*  
AUSTRALIA

Desired Duration of Terms: \*  
Less than 1 year

Sector: \*  
Public

Do I pre-qualify for Ex-Im Bank financing?

Thank you! This transaction pre-qualifies for Export-Import Bank financing. Please click next to proceed to the Participant section or select a section from the menu on the left.

Save & Exit

Next

## VIII. Navigating the Form

Once pre-qualified, proceed through each section on the Left Menu and enter the required information.

### A. Left Menu

The first five sections of the form shown on the Left Menu gather details that apply to the company and the transaction:

- Participant
- Special Features
- Product Information
- Financing Worksheet
- Transaction Information

The last two sections finalize the application:

- Certification
- Application Processing Fee and Confirmation

### B. Notes on entering data:

- Click on the help bubbles with question mark icons for additional information about the data in various fields. Also provided are links to supporting documents and/or web pages.
- You can move between sections of the form to fill out the fields; however, values in some fields depend on entries in previous sections.
- Selecting certain fields opens up additional sub-sections, for example in the Special Features section, to gather more details on the topic.
- Click **Save & Exit** at any point to save the data entered in the form and close it. You can then reopen it later to continue filling out the form.
- After entering information in the section, click **Next** to move to the following section.
- Click **Previous** to return to the preceding section. Optionally, you can click on the section name in the Left Menu.
- The system automatically times out after 30 minutes of inactivity. Be sure to save and exit if you will not be interacting with the form for 30 minutes.

### About Required Fields

- A red asterisk indicates a required field. You must enter data in required fields prior to submitting the application.
- The form allows you to move through the form sections without filling in every required field. However, the system tracks and highlights any skipped required field as a reminder that it has not been completed.

- The system displays a list of the skipped fields at the bottom of each page. All omission errors must be resolved before finalizing and submitting the application.
- Click [Go to First Issue](#) or [Go to Selected Issue](#) or double click on an item in the list to go to the specific field to enter the data and clear the error,

### Returning to a Saved Form

When you click Save and Exit without submitting, the system saves the form so that you can reopen it later to continue filling it out. To access your saved form:

1. Login to your account.
2. Select the [Task List](#) Page to see a list of your forms.
3. Click [Open Form](#) to access and continue filling out the form.

Note: Click [Delete](#) to permanently remove an incomplete form.

## IX. Participant Section

The Participant section captures all the basic company information such as company name, address, participant details, and secondary participant roles along with affiliates and contacts. The LI form allows the entry of multiple Participants and Contacts.

### A. Participant Information

The system automatically defines the first participant entered as the 'Applicant,' i.e., the primary company requesting the financing. For the first participant, this field cannot be edited; however, for additional participants, the LI form allows selecting a role.

#### Dynamic Participant Lookup and Address Information for Previous Customers

For companies that have previously done business with Ex-Im Bank and are identified in the Bank database, a lookup function searches for the company information including address and other participant details, and auto-populates the details in the fields.

For a company already registered in the Bank customer database:

1. Enter the *Company Name*; entering the *Country* is optional.
2. Click Lookup. The search will locate and display any matches for the company name.

**Participant**

**PARTICIPANT #1**

Participant Role \*  
Applicant

Company Name \*  
New Exim

Country

**Lookup**

The Lookup button connects you to Exim's Participant directory to help fill the address information below. Enter the Company Name (required) and the Country (optional) in the fields above then click Lookup to receive a list of results. Select a record from the resulting table to automatically populate the fields below. If the company or address you are looking for doesn't appear, you can type the information directly into the fields.

3. Click **Select** beside the correct option. If the form does not display the desired company, click **Cancel** and enter the information manually.

**Participant**

**PARTICIPANT #1**

Participant Role \*  
Applicant

Company Name \*  
New Exim

Country

**Lookup**

Select	Name	City	Country
<b>Select</b>	New Exim Export Customer C	Washington	USA
<b>Select</b>	New Exim Import Company	Washington	USA
<b>Select</b>	New Exim Manufacturer	Springfield	USA

**Cancel**

- The company full name will populate in the Company Name field. Any additional participant details available in the database such as DUNS Number, and NAICS will also populate automatically.

**Participant**

**PARTICIPANT #1**

Participant Role \*

Applicant

Company Name \*

New Exim Export Customer Company

Country

Lookup

**Physical Address**

Country \*

United States

Address Line 1 \*

811 Vermont Ave Nw

Address Line 2

City \*

Washington

State / Province \*

District of Columbia

Zip Code

20571-0001

- Review the information and make any necessary updates or changes. Add as much missing information as possible.

## B. Participant Section Fields

Enter information on each participant, especially noting the required fields.

### 1. Address

To simplify filling out the address, the *State/Province* and *Zip Code* fields change according to the selected country.

- If the country selected has documented states or provinces (for example, the United States or Canada), the *State/Province* field presents a drop-down list appropriate to the country for selection. The *State/Province* field also becomes a required field.

**Physical Address**

Country \*

United States

Address Line 1 \*

Address Line 2

City \*

State / Province \*

Zip Code

☒ Mailing Address is same as Physical Address

**Additional Participant Details (As Available)**

NAICS

Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Florida

State / Province is required.

- If the country does not have documented states or provinces, the *State/Province* field presents a free-text field (not a required field) and *Zip/Postal* replaces the *Zip Code* field.

**Physical Address**

Country \*  
Austria

Address Line 1 \*  
Address Line 2

City \*  
State / Province  
Zip / Postal Code

## 2. Mailing Address

- If the mailing address is the same as the physical address, click the checkbox for the *Mailing Address is same as Physical Address* field to automatically populate all the information under *Physical Address* into the *Mailing Address* fields.
- This action will also hide the *Mailing Address* fields from the view.

**Physical Address**

Country \*  
United States

Address Line 1 \*  
811 Vermont Ave Nw

Address Line 2

City \*  
Washington

State / Province \*  
District of Columbia

Zip Code  
20571-0001

☒ Mailing Address is same as Physical Address

**Mailing Address**

Country \*  
United States

Address Line 1 \*  
811 Vermont Ave Nw

Address Line 2

City \*  
Washington

State / Province \*  
District of Columbia

Zip Code  
20571-0001

Note: If the addresses are different, enter the *Mailing Address* fields manually.

## 3. Additional Participant Details

- Fill in as many fields for optional information, such as DUNS Number, NAICS, Participant Risk Type, web site, and type of business to provide the Bank with details to support the application review and qualification process.
- None of the fields is required.

**Additional Participant Details (As Applicable)**

NAICS  
DUNS Number

Participant Risk Type

Number of full-time employees  
Gross sales - last FYE  
Web Site

Financial Institution? ☐ Yes ☐ No  
Woman owned? ☐ Yes ☐ No

Veteran owned? ☐ Yes ☐ No  
Minority owned? ☐ Yes ☐ No

Small Business Concern, as defined by SBA ☐ Yes ☐ No

Click here to go to the NAICS Association website to look up a NAICS Code.  
Click here to go to the DNB.com website for Bradstreet (D&B) DUNS Number.

For help with finding the correct NAICS code or DUNS Number, use the link to search for the code and then enter the number in the field.— Note—these functionalities are not available in UAT

#### 4. Secondary Participant Roles

- Check the box beside any applicable *Secondary Participant Roles* fields such as Affiliate, Manufacturer, Agent, Policyholder, and Guarantor to define the multiple roles a participant can assume in a transaction.
- A definition for each role can be reviewed by clicking on the 'click *here*' link in the section header.
- Roles previously selected as primary will be grayed out.

**Secondary Participant Roles**

What is your role in this proposed transaction? Check all that apply. For more information, [click here](#) for a list of participant type definitions.

<input type="checkbox"/> Affiliate	<input type="checkbox"/> Agent	<input type="checkbox"/> Ancillary Service Provider	<input type="checkbox"/> Applicant
<input type="checkbox"/> Borrower	<input type="checkbox"/> Buyer	<input type="checkbox"/> City or State Export Agency	<input type="checkbox"/> Co-borrower
<input type="checkbox"/> Controlling Sponsor	<input type="checkbox"/> End-User	<input checked="" type="checkbox"/> Exporter	<input type="checkbox"/> Guarantor
<input type="checkbox"/> Insured	<input type="checkbox"/> Lender	<input type="checkbox"/> Lessee	<input type="checkbox"/> Lessor
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Payee	<input type="checkbox"/> Policyholder	<input type="checkbox"/> Primary Source of Repayment (PSOR)
<input checked="" type="checkbox"/> Supplier			

Previously selected field

Participant Role Definitions	
PARTICIPANT ROLE	DEFINITION
Affiliate	Any firm closely related to another through ownership by a parent company.
Agent	A person who is authorized to act for or in place of another.
Ancillary Service Provider	Ancillary fees are charges for services directly related to the structuring, evaluation, and documentation of financing for an export transaction, including banking, legal, and advisory services. A provider is one who provides those services.
Applicant	The entity represented by the individual who signs the application. The applicant for an LI or PC application may be an individual.

## C. Contact Information

In this section, enter the contact information (for example, name, mailing addresses, phone and email information) on any individual who is a party to the transaction and associated with the participant company. A participant company can have multiple contacts. At least one Contact must be designated as Primary point of contact.

Enter information on each contact, especially noting the required fields.

#### 1. Contact Identification

- Enter the *Last Name*, *First Name*, and *Prefix* of the contact.
- Select Yes or No to indicate if the contact is the primary point of contact for a company. Only one contact can be designated as primary.

**Contact #1** Remove Contact

Please provide contact information below. For the Borrower, include members of the Borrower's management group (i.e., proprietors, partners, officers, directors, and holders of all outstanding stock or other ownership interests).

Prefix  Last Name  First Name

Is this the Primary Point of Contact for this Participant? ☐ Yes ☐ No

Title/Management Position

Note: Click the Remove Contact button to delete all information entered on a contact.

## 2. Contact Address

- If the contact's address is the same as the Participant's mailing address, select the *Yes* radio button. The Participant address will automatically populate in the Contact's address fields below.
- If the contact's address is different from the company address, enter the *Mailing Address* fields manually.

Is this Contact's address same as Participant's Mailing Address above? ☐ Yes ☐ No

Mailing Address Line 1  Mailing Address Line 2

Mailing City

Mailing Country  State / Province  Zip / Postal Code

Phone Number  Type

To simplify filling out the address, the *State/Province* and *Zip Code* fields change according to the selected country.

- If the country selected has documented states or provinces (for example, the United States or Canada), the *State/Province* field presents a drop-down list appropriate to the country for selection. The *State/Province* field also becomes a required field.
- If the country does not have documented states or provinces, the *State/Province* field presents a free-text field (not a required field) and *Zip/Postal* replaces the *Zip Code* field.

Address above:

Mailing Address Line 1  Mailing Address Line 2

Mailing City

Mailing Country  State / Province

Zip / Postal Code

## 3. Phone and Email

- Only addresses in the U.S. require phone numbers.
- Enter at least one email address (required).

Phone Number  Type  Email  Type

The Phone Number field is grayed out unless the Contact address is identified as a U.S. address.

Click **Add Phone** and **Add Email** to add additional phone numbers and email addresses.

- The form accepts up to four phone numbers and four email addresses for each contact.
- Click on the red 'X' to delete any unwanted entries.

## D. Adding Participants and Contacts

More than one participant may be involved in the transaction for which the application is submitted; and more than one contact may be affiliated with a participant company.

Click the buttons at the bottom of the page to add more participants or contacts.

### 1. Adding Participants

To add additional participants:

1. Click **Add Participant**. This will present a new set of fields for entering information.
2. Select a *Participant Role* from the drop-down list. This field is required.
3. Fill in the address, additional participant details, and secondary participant roles.

Note: Once more than one participant is defined, the **Remove Participant** button appears. Click the button to delete all information entered on that participant.

## 2. Adding Contacts

There is no limit on the number of contacts for each participant company. To add additional contacts:

1. Click **Add Contact**. This will present a new set of fields for entering information.
2. Enter full information for the new contact.

**Contact #2**

[Remove Contact](#)

*Please provide contact information below. For the Borrower, include members of the Borrower's management group (i.e., proprietors, partners, officers, directors, and holders of all outstanding stock or other ownership interests).*

Prefix	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this the Primary Point of Contact for this Participant? ☐ Yes ☐ No

Title/Management Position

Is this Contact's address same as Participant's Mailing Address above? ☐ Yes ☐ No

Mailing Address Line 1	Mailing Address Line 2
<input type="text"/>	<input type="text"/>

Mailing City

Mailing Country	State / Province	Zip / Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number	Type	Email	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Phone

Add Email

Add Contact

## X. Special Features

### A. Transaction Types

The Special Features section has a series of check boxes to indicate the type of transaction.

Certain transaction types require information that is more specialized. Selecting any of the first three export item options will add new section headers to the Left Menu to gather more information:

- Large Aircraft
- Limited Recourse Project Finance Information
- Tied Aid

The four options at the bottom of the list do not require entering additional information but indicate the specific type of transaction:

- Military
- Other U.S. Government
- Foreign Competition
- Standard Commercial Transaction (Note: Selecting this option makes all other options unavailable.) We removed the “other” at the front of this option.

**Letter of Interest Application**  
OMB # 3048-0005

*\* indicates required field*

**Menu**

- LI Pre-Qualification
- Participant
- Special Features**
- Product Information
- Financing Worksheet
- Transaction Information
- Certification
- Application Processing
- Fee and Confirmation

**Special Features**

The "export items" are the goods and services to be exported from the U.S.

**Export Items**

- ☐ **Large Aircraft:** Check if the export items include aircraft which, in a passenger configuration, contain more than 70 seats. If this box is checked, please complete Aircraft Registration section on the left.
- ☐ **Limited Recourse Project Finance:** If this box is checked, please complete the Limited Recourse Project Finance Information Section on the left. Please go to Project & Structured Finance for more information.
- ☐ **Tied Aid Capital Projects Fund:** Check if you want Ex-Im Bank to preclude or counter a tied aid offer. If this box is checked, please complete the Tied Aid section on the left.
- ☐ **Military:** Check if the buyer is associated in any way with the military, if any export items are to be used by the military, or if any export items are defense articles or have a military application.
- ☐ **Other U.S. Government:** Check if an application for support of this export contract or related project has been filed with the Agency for International Development, Maritime Administration, Overseas Private Investment Corporation, or Trade Development Agency.
- ☐ **Foreign Competition:** Check if, to the best of your knowledge, there is at least one entity offering non-U.S. goods and/or services in direct competition for this specific export sale.
- ☐ **Other / Standard Commercial Transaction:** Check if none of the above apply.

**Save & Exit** **Previous** **Next**

**New Sections Added**

## B. New Sections added to the Left Menu

Since Large Aircraft, Limited Recourse Project Finance Information and Tied Aid transactions require more information, supplementary sections appear on the Left Menu to capture the additional, detailed information describing the exportable goods and services.

In addition, an Attachments section will appear on the Left Menu for Large Aircraft or Tied Aid transactions as these export items require supporting documentation. This section only serves as a reminder for adding the attachments. At the end of the application process, the system presents the actual attachment page.

**Letter of Interest Application**  
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*\* indicates required field*

Menu	Special Features
LI Pre-Qualification	The "export items" are the goods and services to be exported from the U.S.
Participant	
Special Features	<b>Export Items</b>
Product Information	Selecting any of the first three options will open additional form sections in the left menu. Please complete those sections accordingly.
Financing Worksheet	<input checked="" type="checkbox"/> <b>Large Aircraft:</b> Check if the export items include aircraft which, in a passenger configuration, contain more than 70 seats. If this box is checked, please complete Aircraft Registration section on the left.
Limited Recourse Project Finance Information	<input checked="" type="checkbox"/> <b>Limited Recourse Project Finance:</b> If this box is checked, please complete the Limited Recourse Project Finance Information Section on the left. Please go to <a href="#">Project &amp; Structured Finance</a> for more information.
Transaction Information	<input checked="" type="checkbox"/> <b>Tied Aid Capital Projects Fund:</b> Check if you want Ex-Im Bank to preclude or counter a tied aid offer. If this box is checked, please complete the Tied Aid section on the left.
Large Aircraft Transaction	<input type="checkbox"/> <b>Military:</b> Check if the buyer is associated in any way with the military, if any export items are to be used by the military, or if any export items are defense articles or have a military application.
Tied Aid	<input type="checkbox"/> <b>Other U.S. Government:</b> Check if an application for support of this export contract or related project has been filed with the Agency for International Development, Maritime Administration, Overseas Private Investment Corporation, or Trade Development Agency.
Certification	<input type="checkbox"/> <b>Foreign Competition:</b> Check if, to the best of your knowledge, there is at least one entity offering non-U.S. goods and/or services in direct competition for this specific export sale.
Attachments	<input type="checkbox"/> <b>Other / Standard Commercial Transaction:</b> Check if none of the above apply.
Application Processing Fee and Confirmation	

**Save & Exit** **Previous** **Next**

### 1. Large Aircraft Projects

LIs are available for large aircraft transactions on a case-by-case basis. In the Large Aircraft section, the questions about large aircraft and ancillary equipment provide details that affect financing by Ex-Im Bank.

1. Use the radio buttons to answer *Yes* or *No* questions.
2. Fill in information about regulations, provisions, claims, and judgments.

**Large Aircraft Transaction**

Is the country of registration a party to the Chicago Convention of 1944 on International Civil Aviation?

☐ Yes ☐ No

Are there statutes or regulations in the country dealing with the registration of aircraft? If so, provide an English translation of such statutes or regulations.

☐ Yes ☐ No

Is there an aircraft registry?

☐ Yes ☐ No

What specific steps (including any provisions that must be contained in the relevant documents) must be taken to register and deregister an aircraft?

Is the country of registration a party to the Convention of 1948 on International Recognition of rights in Aircraft (the "Geneva Convention")?

☐ Yes ☐ No

Describe the statutes or regulations in the country dealing with mortgages of aircraft

Can a valid and perfected first priority mortgage on the aircraft and engines be created for the benefit of Ex-Im Bank?

☐ Yes ☐ No

What claims do a "super" priority have over a mortgagee or lessor of an aircraft?

Following a default, can an aircraft be repossessed without judicial interference?

☐ Yes ☐ No

Can a judgment be awarded in U.S. dollars?

☐ Yes ☐ No

Will a foreign judgment or judgment by an arbitrator be recognized in the airline's country?

☐ Yes ☐ No

## Attachments

Large Aircraft transactions require a background summary of the airline to include the reason for the purchase, the proposed routes, projected delivery dates, and a description of the engines.

An Attachments sub-section at the bottom serves as a reminder to include the required documents and any optional ones.

Note: The option to attach the documentation is provided after completing all sections of the application.

### Attachments

Please ensure that you attach all the transactional information. This includes a background summary on the airline, the reason for the purchase, proposed routes, and delivery dates.

The option to attach this documentation will be available after you complete and submit this application. Additional details are provided in the 'Attachments' section.

## 2. Tied Aid Capital Projects Fund

Should the authorities responsible for the procurement decision for your project provide indications Tied Aid financing from another government is available, or should you receive other indications that a foreign government is considering offering tied aid for your project, a potential use of our Tied Aid Capital Projects Fund exists. Tied Aid financing is conducted on a government-to-government basis.

In the Tied Aid section, the questions presented capture information for requesting appropriate Ex-Im Bank support to preempt or displace foreign tied aid offers.

To provide information on Tied Aid:

1. Check any applicable boxes to indicate if one or more foreign governments are offering, or planning to offer special financing concessions, if you wish to authorize Ex-Im Bank to obtain a confidential "no aid" comm. Request, or if loss of the contract will affect follow-on sales opportunities, or if there is evidence for suspecting foreign tied aid.
2. For two of the questions, additional fields and radio buttons for *Yes* and *No* will appear. Provide an explanation if the *No* radio button is selected for the question "Evidence for suspecting foreign tied aid?"

The screenshot shows the 'Letter of Interest Application' form, specifically the 'Tied Aid' section. The form has a blue header with the title and OMB #: xxxx-xxxx. A red box highlights the 'Tied Aid Capital Projects Fund' section. This section contains several checkboxes and radio buttons. The first checkbox is checked, indicating the user is requesting Ex-Im Bank support to preclude or counter foreign tied aid offers. The second checkbox is also checked, indicating the user is offering or planning to offer special financing concessions. Below this, there are two radio buttons for 'Evidence for suspecting foreign tied aid?'. The 'No' radio button is selected. A text field for 'If No, Explanation' is visible. The form also includes a 'Menu' on the left with links to various sections like 'LI Pre-Qualification', 'Participant', 'Special Features', 'Product Information', 'Financing Worksheet', 'Transaction Information', 'Large Aircraft Transaction', 'Tied Aid', 'Certification and Signature', and 'Confirmation'. A red box highlights the 'Add Offer' button at the bottom of the 'Tied Aid Foreign Offers' section.

**Letter of Interest Application**  
OMB #: xxxx-xxxx

\* indicates required field

**Menu**

- LI Pre-Qualification
- Participant
- Special Features
- Product Information
- Financing Worksheet
- Transaction Information
- Large Aircraft Transaction
- Tied Aid**
- Certification and Signature
- Confirmation

**Tied Aid**

**Tied Aid Capital Projects Fund**

Check all that apply:

☒ Check if you are requesting appropriate Ex-Im Bank support to preclude or counter foreign tied aid offers.

☒ Check if one or more foreign governments are offering, or planning to offer, usually long repayment periods, unusually low interest rates, and / or mixed grant-credit financing for the specific contract for which Ex-Im Bank support is sought. Attach available documentary evidence of a foreign tied aid credit offer. If such evidence is not available, specify your reasons for suspecting foreign tied aid.

Is evidence available? ☐ Yes ☒ No

☒ Check if you authorize Ex-Im Bank to ask the OECD Secretariat to issue a confidential "no aid" comm. on line request to OECD member governments. Acceptance of this request would preclude future foreign and U.S. aid financing for the project.

☒ Check if you believe that loss of this contract will jeopardize follow-on sales opportunities for similar sales in the same market. Provide the type and estimated value of potential follow-on sales.

Evidence for suspecting foreign tied aid?

☐ Yes ☒ No

If No, Explanation

**Tied Aid Foreign Offers**

**Offer 1**

Donor Government  Foreign exporters supported

Total Offer Amount  Currency of offer

Credit portion amount  Credit portion interest rate

Credit portion grace period  Credit portion repayment period

Grant portion, if any  Grant portion repayment period (if any)

**Add Offer**

3. Provide information on all Tied Aid Foreign Offers such as the donor government, total offer amount, currency of offer, credit portion amount, credit portion interest rate, and credit portion grace period,
4. Click **Add Offer** to enter multiple offers.

The screenshot shows the 'Tied Aid Foreign Offers' form. It has a blue header with the title. Below the header, there is a section for 'Offer 1'. This section contains several text input fields for providing details about the offer. The fields are arranged in two columns. The first column includes 'Donor Government', 'Total Offer Amount', 'Credit portion amount', 'Credit portion grace period', and 'Grant portion, if any'. The second column includes 'Foreign exporters supported', 'Currency of offer', 'Credit portion interest rate', 'Credit portion repayment period', and 'Grant portion repayment period (if any)'. At the bottom of the form, there is a blue button labeled 'Add Offer'.

**Tied Aid Foreign Offers**

**Offer 1**

Donor Government  Foreign exporters supported

Total Offer Amount  Currency of offer

Credit portion amount  Credit portion interest rate

Credit portion grace period  Credit portion repayment period

Grant portion, if any  Grant portion repayment period (if any)

**Add Offer**

## Attachments

Tied Aid transactions require documentary substantiation to provide evidence of a Foreign Tied Aid Credit Offer. An Attachments sub-section at the bottom serves as a reminder to include the required documents and any optional ones. If such evidence is not available, specify your reasons for suspecting foreign tied aid.

Note: The option to attach the documentation is provided after completing all sections of the application.

### Attachments

Please ensure that you attach documentary evidence of a Foreign Tied Aid Credit Offer.

The option to attach this documentation will be available after you complete and submit this application. Additional details are provided in the 'Attachments' section.

## 3. Limited Recourse Project Finance

Limited Recourse Project Finance is an arrangement in which Ex-Im Bank lends to newly-created project companies and looks to the project's future cash flows as the source of repayment instead of relying directly on foreign governments, financial institutions, or established corporations for repayment of the debt.

Ex-Im Bank will screen project finance and long-term transactions into three categories, as defined in Ex-Im Bank's Environmental Procedures. The information you provide will help Ex-Im Bank to determine the proper category for your project. It is highly recommended that you provide as much information as possible at this stage of the application process on the future cash flow that will demonstrate the ability to repay.

To provide information on Limited Recourse Project Finance:

1. Fill in information on the sponsors, EPC (engineer, procure and construct) contractor, project input supplier(s), estimated debt to equity ratio, estimated project timeline (e.g. financial close, construction start date, etc.), other potential financing sources, and other relevant factors.
2. If you have questions, click the link at the top of the page for 'Project and Structured Finance' and/or contact the Business Development Division.

Menu	Limited Recourse Project Finance Information
LI Pre-Qualification	Please go to <a href="#">"Project &amp; Structured Finance"</a> for more information on Limited Recourse Project Finance.
Participant	Sponsors
Special Features	EPC Contractor
Product Information	Project Input Supplier(s)
Financing Worksheet	Off-taker(s)
▶ Limited Recourse Project Finance Information	Estimated Debt to Equity Ratio
Transaction Information	Estimated Project Timeline:(e.g. financial close,construction start date, etc.)
Certification	Other Potential Financing Sources
Application Processing Fee and Confirmation	Other Relevant Factors
	If you have question about this attachment, please contact the Business Development Division on 202-565-3946

## XI. Product Information

The Product Information section captures details regarding the company's line of business and the goods and services it intends to export.

Some of the fields in the section change depending on selections made in the previous Participant and Special Feature sections. Note: Information entered in certain fields in this section will populate in the Financing Worksheet section.

**Letter of Interest Application**  
OMB #: 3048-0005

\* Indicates required field

**Menu**

- LI Pre-Qualification
- Participant
- Special Features
- Product Information**
- Financing Worksheet
- Transaction Information
- Certification
- Application Processing Fee and Confirmation

**Product Information**

Manufacturer

Ex-In Bank Customer  
Previously not listed

Description of Goods or Services \*

Quantity

Percent (1 to 100) U.S. content and Value (in U.S. dollars) of the U.S. Supply Contract are required fields that are used to populate the Financing Worksheet on the next screen. Please fill in these fields before proceeding.

Percent U.S. (1 to 100) content \*

Value (in U.S. dollars) of the U.S. Supply Contract \*

Goods and services meet Bank's requirements for environmentally beneficial determination?

☐ Yes ☐ No

Goods and services meet Bank's requirements for renewable energy determination?

☐ Yes ☐ No

Required Fields used to populate data in the Financing Worksheet.

### A. Product Information Fields

To provide product information, fill in the following fields:

- Manufacturer**  
Select the primary manufacturer for the goods or services from the Manufacturer drop-down list. Note: The drop-down list will pre-populate with company names of the Manufacturers, Exporters, and Suppliers identified as Secondary Participant Roles in the Participant Section.
- Description of Principal Line of Business**  
Fill in the free-text fields to provide the primary business of the manufacturer selected above.
- Description of Goods or Services**  
Required field; briefly describe the principal goods and services to be exported including the type, quantity, model number, capacity (if applicable), and SIC Code.
- Quantity**  
Enter the number of units of goods or services to be exported. The field accepts only numbers.
- Percent U.S. content %**  
Required field; enter numbers only without commas, percent sign, or dollar signs. Enter the percentage amount of the quantity of goods and services of the Supply Contract produced in the United States.  
  
Note: The number entered in the field must be between 1 and 100. Any other entry will result in an error message: "Percent U.S. content % has an invalid value"
- Value (in U.S. dollars) of the U.S. Supply Contract**  
Required field; enter numbers only without commas or dollar signs. Enter the total value (in U.S. dollars) of all goods and services in the Supply Contract/Purchase Order(s), which includes U.S. content, eligible foreign content (i.e., foreign goods shipped from the U.S.), ineligible goods and services, and local costs.

**Note: Calculation of Value (in U.S. dollars) of the U.S. Supply Contract Percent and U.S. content %**

The values in the two fields above begin the computation for the resulting financial calculations in the Financing Worksheet. The multiplication of the numbers entered (as long as the entries conform to thresholds for acceptable transactions) will auto-populate the amount in the following fields in the Financing Worksheet section:

- U.S. Content field
- Financed Local Costs field

See the Financing Worksheet section for information on how the calculation applies.

**7. Environmentally Beneficial and Renewable Energy fields**

Ex-Im Bank supports the export of U.S.-made environmental goods and services such as renewable energy equipment, wastewater treatment, and air pollution technologies in the interest of promoting clean-energy from exporters to protect the environment.

- Use the *Yes* and *No* radio buttons to indicate if the goods or services meet the Bank's requirements on Environmentally Beneficial and Renewable Energy determinations.
- The form has help text and links to provide more information.

Goods and services meet Bank's requirements for environmentally beneficial determination?

☐ Yes ☐ No

Goods and services meet Bank's requirements for renewable energy determination?

☐ Yes ☐ No

**Environmentally Beneficial:** The term encompasses the following subcategories: renewable energy products or services, energy efficient end-use technologies, other energy efficiency technologies, and a number of technologies that improve the environment or mitigate various types of pollution.

Click [here](#) for more information on Environmental Export Financing.

**Renewable Energy:** Any naturally occurring, theoretically inexhaustible source of energy, such as biomass, solar, wind, tidal, wave and hydroelectric power, that is not derived from fossil or nuclear fuel.

Click [here](#) for more information on Renewable Energy and Environment.

**8. Large Aircraft (optional)**

Selecting Large Aircraft in Special Features causes the Product Information fields to alter slightly:

- *Description of Goods and Services* field has additional text: "(if aircraft transaction, describe model and engines)."
- The field *Capacity (if applicable)* appears.

**Product Information**

*Indicate in this section if any spare parts or spare engines are included in the export sale. Provide the requested information on these items.*

Manufacturer

Description of Principal Line of Business

Description of Goods or Services (if aircraft transaction, describe model and engines)

Quantity **Capacity (if Applicable)** Percent U.S. content % Value (in U.S. dollars) of the U.S. Supply Contract:

Goods and services meet Bank's requirements for environmentally beneficial determination?

☐ Yes ☐ No

Goods and services meet Bank's requirements for renewable energy determination?

☐ Yes ☐ No

## XII. Financing Worksheet

Values in this worksheet are pre-populated wherever possible from the values entered in the Product Information section and based on thresholds for acceptable transactions.

The Financing Worksheet provides the calculation for two key financial values for the proposed transaction: *Contract Price* and *Total Financial Amount*. For these two values, figures entered in fields in the Product Information section and in the Financing Worksheet itself provide input for calculation.

- Contract Price -- based on the *U.S. Content* and the *Eligible Foreign Content*. IMPORTANT: these two fields are grayed out/uneditable on the worksheet. You must enter values in the *Percent U.S. content %* and *Value (in U.S. dollars) of the U.S. Supply Contract* fields in the Product Information section to populate the fields.
- Total Financial Amount -- based on the *Cash Payment* and *Financed Local Costs*. The calculations for *U.S. Content* and *Eligible Foreign Content* may provide the basis for these calculations.

*Contract Price* and the *Total Financial Amount* fields are grayed out. The values in these fields are always calculated, therefore, figures are never entered manually. All other fields can be manually changed. However, failing to comply with the indicated thresholds will result in an error message. Enter numbers only without commas or dollar signs in the fields.

**Financing Worksheet**

Please be sure to provide the Percent U.S. content and the Value (in U.S. dollars) of the U.S. Supply Contract on the Product Information screen before proceeding.

**Financing Type Requested**

Select one or more if applicable.

☐ Guarantee
 ☐ Direct Loan

**Contract Pricing**

<p><b>U.S. Content</b> <i>Excluding eligible foreign content *</i></p> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #ccc;">\$0.00</div>	}	<p><b>Contract Price</b> <i>U.S. Content + Eligible Foreign Content</i></p> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #ccc;">\$0.00</div>
<p><b>Eligible Foreign Content</b> <i>The aggregate price of any goods produced or manufactured outside the U.S. or services provided by third country personnel or foreign freight costs and foreign insurance included in the contract price, (e.g. foreign items shipped from the US). *</i></p> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #ccc;">\$0.00</div>		

**Total Financed Amount**

<p><b>Cash Payment</b> <i>Your cash payment (Minimum equal to greater of 15% of Contract Price OR 100% of Eligible Foreign Content). *</i></p> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #ccc;">\$0.00</div>	}	<p><b>Total Financial Amount</b> <i>(Contract Price - Cash Payment) + Financed Local Costs</i></p> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #ccc;">\$0.00</div>
<p><b>Local Costs</b> <i>The aggregate price of all goods manufactured in the end-user's country and all services provided by residents of the purchaser's country. Ex-Im Bank may be able to finance these amounts up to 30% of Contract Price above.</i></p> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #ccc;">\$0.00</div>		
<p><b>Financed Local Costs</b> <i>This can be no more than 30% of Contract Price.</i></p> <div style="background-color: #d3d3d3; padding: 2px; border: 1px solid #ccc;">\$0.00</div>		

## Financing Type Requested

Selecting either *Guarantee* or *Direct Loan* is required. Note: *Guarantee* may be selected individually; however, if *Direct Loan* is selected, *Guarantee* must also be selected. Selecting *Direct Loan* without selecting *Guarantee* will result in an error message.

## A. Contract Pricing Fields

### 1. U.S. Content

*U.S. Content* is the aggregate price of any goods produced or manufactured in the U.S. or services provided by a U.S. company. Services performed by U.S.-based personnel employed by a company doing business in the United States also constitute *U.S. Content*. This value excludes eligible foreign content.



The *U.S. Content* field will auto-populate with the resulting amount of the multiplication of the following two fields (as long as they meet the thresholds for acceptable transactions) in the Product Information Section:

- *Value (in U.S. dollars) of the U.S. Supply Contract*
- *Percent U.S. content %*

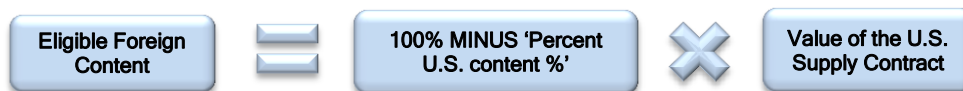
The field is editable and the pre-filled amount can be changed.

#### Example:

1. Enter 75 in the *Percent U.S. Content %* field in the Product Information Section.
2. Enter 2,000,000 (numbers only) in the *Value (U.S. Dollars) of the U.S. Supply Contract* field.
3. The *U.S. Content* field pre-populates with \$1,500,000 in the Financing Worksheet section. (75% of \$2,000,000).

## 2. Eligible Foreign Content

*Eligible Foreign Content* is the portion of the *Contract Price* representing (1) components the supplier will purchase outside the U.S. and incorporate in the U.S. into the items exported, (2) services provided by third country personnel, or (3) foreign freight costs and foreign insurance included in the contract price.



The *Eligible Foreign Content* field will auto-populate with the resulting amount of a calculation on two fields in the Product Information Section:

1. Subtract the *Percent U.S. content %* from 100% and the remaining is the percentage of *Eligible Foreign Content*.
2. Multiply the percentage by the *Value (in US dollars) of the U.S. Supply Contract*.

### Example:

1. Enter 75 in the *Percent U.S. content %* field in the Product Information Section. The remaining 25% is the eligible foreign content.
2. Enter 2,000,000 (numbers only) in the *Value (in U.S. dollars) of the U.S. Supply Contract* field.
3. The system multiplies \$2,000,000 by 25% and populates the result, \$500,000 in the *Eligible Foreign Content* field.

## 3. Contract Price

*Contract Price* is the amount shown in the supplier's invoice related to goods exported from the U.S. and services performed by U.S. companies. It includes *U.S. Content* and *Eligible Foreign Content* and excludes ineligible foreign content and local costs.



The *Contract Price* is equal to the figure entered in the *Value (U.S. Dollars) of the U.S. Supply Contract* field in the Product Information Section and will auto-populate from that field.

Since the *Contract Price* is made up of *U.S. Content* and *Eligible Foreign Content*, a change to either of those fields will change the *Contract Price*.

### Example:

1. Enter 2,000,000 (numbers only) in the *Value (U.S. Dollars) of the U.S. Supply Contract* field.
2. The *Contract Price* field pre-populates with \$2,000,000 in the Financing Worksheet section.

## B. Total Financed Amount Fields

Total Financed Amount	
<b>Cash Payment</b> Your cash payment (Minimum equal to greater of 15% of Contract Price OR 100% of Eligible Foreign Content). * <input type="text" value="\$0.00"/>	<b>Total Financial Amount</b> (Contract Price - Cash Payment) + Financed Local Costs <input type="text" value="\$0.00"/>
<b>Local Costs</b> The aggregate price of all goods manufactured in the end-user's country and all services provided by residents of the purchaser's country. Ex-Im Bank may be able to finance these amounts up to 30% of Contract Price above. <input type="text" value="\$0.00"/>	
<b>Financed Local Costs</b> This can be no more than 30% of Contract Price. <input type="text" value="\$0.00"/>	

### 1. Cash Payment

*Cash Payment* is the amount that the applicant will pay towards the transaction. A cash payment of at least 15% of the aggregate *Contract Price* of the goods/services is required.

Cash Payment	=	15% of Contract Price	OR	100% of Eligible Foreign Content
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*Cash Payment* is equal to the greater of the following two options:

- 15% of *Contract Price* OR
- 100% of *Eligible Foreign Content*

The *Cash Payment* field will auto-populate with an amount based on previous calculations that determine which of the above options applies. Since the field is editable, you may change the figure. If you change the *Cash Payment* to a figure that does not comply with these thresholds, an error message will display: "Cash Payment must be at least the greater of 15% of Contract Price OR 100% of Eligible Foreign Content."

Contract Pricing	
<b>U.S. Content</b> Excluding eligible foreign content * <input type="text" value="\$100,000.00"/>	<b>Contract Price</b> U.S. Content + Eligible Foreign Content <input type="text" value="\$200,000.00"/>
<b>Eligible Foreign Content</b> The aggregate price of any goods produced or manufactured outside the U.S. or services provided by third country personnel or foreign freight costs and foreign insurance included in the contract price, (e.g. foreign items shipped from the US). * <input type="text" value="\$100,000.00"/>	
Total Financed Amount	
<b>Cash Payment</b> Your cash payment (Minimum equal to greater of 15% of Contract Price OR 100% of Eligible Foreign Content). * <input type="text" value="\$85,000.00"/>	<b>Total Financial Amount</b> (Contract Price - Cash Payment) + Financed Local Costs <input type="text" value="\$115,000.00"/>
<b>Local Costs</b> The aggregate price of all goods manufactured in the end-user's country and all services provided by residents of the purchaser's country. Ex-Im Bank may be able to finance these amounts up to 30% of Contract Price above. <input type="text" value="\$0.00"/>	
<b>Financed Local Costs</b> This can be no more than 30% of Contract Price. <input type="text" value="\$0.00"/>	

⚠ Cash Payment must be at least the greater of 15% of Contract Price OR 100% of Eligible Foreign Content.

#### Example:

1. Enter 75 in the *Percent U.S. Content* field in the Product Information Section.
2. Enter 2,000,000 (numbers only) in the *Value (U.S. Dollars) of the U.S. Supply Contract* field.
3. The *Cash Payment* field pre-populates with \$500,000 in the Financing Worksheet.

## 2. Local Costs

*Local Costs* are those project-related costs for goods manufactured in the end user's country and all services provided by residents of the purchaser's country. The form provides an editable field for the information.

## 3. Financed Local Costs

*Financed Local Costs* comprise the amount of local costs Ex-Im Bank may finance. The decision to extend local cost support is subject to budgetary and other discretionary considerations as determined by Ex-Im Bank's management.

Ex-Im Bank offers "automatic" local cost support for all environmental exports, medical exports, and project finance transactions (including medium-term transactions). The local costs must be related to the U.S. exporter's scope of work; certified by the U.S. exporter in the Exporter's Certificate; detailed in the Acquisition List; and originated or manufactured in the host country. Note: Ex-Im Bank will require the Borrower to certify the use of local cost support was not to cover products reasonably available for purchase in the U.S. Ex-Im Bank will determine the appropriate amount of Local Cost support at the time of issuance of a final commitment.



The *Financed Local Costs* value is based on the amount entered in the *Local Costs* field. The LI form pre-fills the field with either of the following, whichever is smaller:

- The amount of local costs you entered in the field above OR
- 30% of *Contract Price*

*Financed Local Costs* is an editable field and can be changed; however, *Financed Local Costs* cannot:

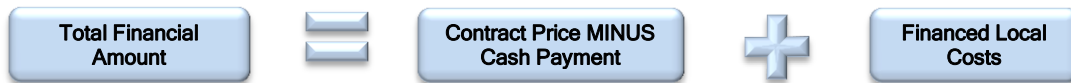
- Be more than 30% of *Contract Price*
- Exceed *Local Costs*

Entering an amount more than 30% of *Contract Price* or an amount more than the Local Costs amount generates an error message: "Financed Local Costs must be no more than 30% of Contract Price and cannot exceed Local Costs. For assistance with this field, clear the value to generate the maximum allowable amount based on the values you have provided."

Contract Pricing	
<b>U.S. Content</b> Excluding eligible foreign content * <input type="text" value="\$1,500,000.00"/>	<b>Contract Price</b> U.S. Content + Eligible Foreign Content <input type="text" value="\$2,000,000.00"/>
<b>Eligible Foreign Content</b> The aggregate price of any goods produced or manufactured outside the U.S. or services provided by third country personnel or foreign freight costs and foreign insurance included in the contract price, (e.g. foreign items shipped from the US). * <input type="text" value="\$500,000.00"/>	
<b>Total Financial Amount</b>	
<b>Cash Payment</b> Your cash payment (Minimum equal to greater of 15% of Contract Price OR 100% of Eligible Foreign Content). * <input type="text" value="\$500,000.00"/>	<b>Total Financial Amount</b> (Contract Price - Cash Payment) + Financed Local Costs <input type="text" value="\$2,100,000.00"/>
<b>Local Costs</b> The aggregate price of all goods manufactured in the end-user's country and all services provided by residents of the purchaser's country. Ex-Im Bank may be able to finance these amounts up to 30% of Contract Price above. <input type="text" value="\$400,000.00"/>	
<b>Financed Local Costs</b> This can be no more than 30% of Contract Price and cannot exceed Local Costs. <input type="text" value="\$600,000.00"/>	
<div style="border: 2px solid red; padding: 5px; color: red;">             ⚠ Financed Local Costs must be no more than 30% of Contract Price and cannot exceed Local Costs. For assistance with this field, clear the value to generate the maximum allowable amount based on the values you have provided.           </div>	

#### 4. Total Financial Amount

The *Total Financial Amount* is the final calculated amount that Ex-Im Bank will finance for the transaction.



The field is auto-populated with the resulting amount of the calculation:

- Subtract the *Cash Payment* from the *Contract Price*.
- Add the resulting amount to the *Financed Local Costs*.

Example:

1. Enter 75 in *Percent U.S. Content %* field in the Product Information Section.
2. Enter 2,000,000 (numbers only) in the *Value (U.S. Dollars) of the U.S. Supply Contract* field to auto-populate the *Contract Price* with \$2,000,000 and the *Cash Payment* with \$500,000 in the Financing Worksheet.
3. Enter \$400,000 for *Local Costs* to auto-populate *Financed Local Costs* with the same amount.
4. The system will subtract the *Cash Payment* from the *Contract Price* to equal \$1,000,000 and add \$400,000 for *Financed Local Costs* and auto-populate \$1,400,000 in the *Total Financial Amount* field.

## XIII. Transaction Information

To assess the eligibility of certain specific transactions, Ex-Im Bank needs descriptive, detailed information about exporting the goods and services.

The Transaction Information section is dynamic. Expanded sub-sections of additional fields will display depending on selections previously made in the Transaction, Special Features, and Financing Worksheet sections.

### A. Transaction Information Section Fields

The information captured in the fields identifies the end-user and how the exported products or services will be consumed.

To provide transaction information, fill in the following fields:

- Utilization of Export Items**
  - Provide information on the principal business activity of the end-user using the free-text fields.
- Will the capital goods and/or services be used by the end-user to establish or expand foreign production capacity for an exportable good?**
  - Select the *Yes* or *No* radio button to answer this question. The help bubble displays a description of “Capital Goods” along with a link to the ‘Economic Impact Procedures and Methodological Guidelines.’
- Are goods and services destined for a physical project?**
  - Select the *Yes* or *No* radio button to indicate if this is a physical project. Physical projects require substantial details about the nature of the project.

- Selecting *Yes* will display expanded sub-sections to capture the following:
  - Project name, location, type of project, scope, and estimated costs
  - Project Location
  - Project Sector or Industry

Note: These additional project fields will ONLY become visible under the following additional conditions:

- In the Special Features section, NOT selecting "Large Aircraft"
- In the Financing Worksheet section, the *Contract Price* is greater than \$11,764,705.88 (i.e., 85% of the contract price exceeds \$10,000,000)

## B. Expanded Sub-Sections

### 1. Project Details Sub-section

Fill in the basic description of the project to outline how the end customer will use the goods or services.

Are goods and services destined for a physical project?

☒ Yes ☐ No

Project Name

Project Country State / Province Project City

Indicate whether this is a new project, a rehabilitation, or expansion of an existing project Total estimated project cost (US Dollars)

Provide a brief description of the project scope (output, capacity, size, etc.)

### 2. Project Location Sub-section

- Check fields in this sub-section to refine the description of the project environment. Check all locations that apply.
- Checking certain fields under Project Location further expands to display additional specific fields:
  - Selecting *Large Scale Resettlement* will display 'Potential Number of People affected (integer).'

Project Location

Is the project located in or sufficiently near to have perceptible environmental effects in any of the following areas? Check any/all that apply.

☐ Coral Reefs or Mangrove Swamps ☐ Habitat of Endangered Species

☒ Large Scale Resettlement

Potential number of people affected (integer)

☐ Location affecting indigenous or tribal populations

☐ Location having Historical / Archaeological Significance ☐ Nationally Designated Seashore

☐ National Designated Wetlands or Protected Wildlands ☐ Nationally Designated Refuges

☐ National Parks ☐ Properties on the World Heritage List

☐ Tropical Forest

☐ None of the above.

- Selecting *None of the above* will cause all other options become grayed out and un-editable.

Project Location

Is the project located in or sufficiently near to have perceptible environmental effects in any of the following areas? Check any/all that apply.

☐ Coral Reefs or Mangrove Swamps ☐ Habitat of Endangered Species

☐ Large Scale Resettlement ☐ Location affecting indigenous or tribal populations

☐ Location having Historical / Archaeological Significance ☐ Nationally Designated Seashore

☐ National Designated Wetlands or Protected Wildlands ☐ Nationally Designated Refuges

☐ National Parks ☐ Properties on the World Heritage List

☐ Tropical Forest

☒ None of the above.

### 3. Project Sector or Industry Sub-section

- Check fields in this sub-section to define the sector or industry that the export items will support.
- Checking certain fields under *Project Sector or Industry* further expands the section:
  - Selecting the *Thermal Power Plant* field will display 'Over 140 Mwe' and 'Under 140 Mwe.'
  - Selecting the *Other* field will display a free text field entitled 'Describe.'

Project Sector Or Industry

<input type="checkbox"/> Air traffic control systems or navigational aids	<input type="checkbox"/> Agro-industries – large scale
<input type="checkbox"/> Chemical Plant	<input type="checkbox"/> Chemical/Pharmaceutical
<input type="checkbox"/> Consulting services	<input type="checkbox"/> Forestry
<input type="checkbox"/> Geothermal Power	<input type="checkbox"/> Hospitals and medical equipment
<input type="checkbox"/> Hydropower Plant / Water Reservoir	<input type="checkbox"/> Industrial plants - large scale
<input type="checkbox"/> Iron & Steel Plant	<input type="checkbox"/> Large infrastructure - Airport constructions
<input type="checkbox"/> Large infrastructure - Highways	<input type="checkbox"/> Large infrastructure - Pipelines
<input type="checkbox"/> Large infrastructure - Ports/Harbors	<input type="checkbox"/> Large infrastructure - Other
<input type="checkbox"/> Large-scale water reservoir	<input type="checkbox"/> Mining & Mineral Process Plant
<input type="checkbox"/> Natural Gas Liquefaction Plants	<input type="checkbox"/> Nuclear
<input type="checkbox"/> Oil & gas field development	<input type="checkbox"/> Petroleum refinery or Petrochemical plant
<input type="checkbox"/> Pharmaceutical Project	<input type="checkbox"/> Pre-project services, feasibility/environmental study
<input type="checkbox"/> Pulp & paper plant	<input type="checkbox"/> Railway signaling
<input type="checkbox"/> Smelter	<input type="checkbox"/> Telecommunications or Satellites
<input checked="" type="checkbox"/> Thermal Power Plant	<input type="checkbox"/> Transportation Carriers (Aircraft, Locomotives, Boats)
<input type="radio"/> Over 140 Mwe	<input type="radio"/> Under 140 Mwe
<input type="checkbox"/> Waste Management	
<input checked="" type="checkbox"/> Other	Describe <input type="text"/>

### 4. Nuclear Project Details Sub-section

The Bank has special considerations if the transaction involves the export of: (1) any goods/services to be used in the physical operation of a nuclear power plant or other nuclear facility; (2) nuclear fuel; or (3) reactors used for research or medical technology. Ex-Im Bank support for such transactions will be considered only in conjunction with a PC or AP application.

When *Nuclear* is selected from the list, the *Nuclear Project Details* sub-section displays with four additional options that gather details on the proposed nuclear project-related transaction.

**Nuclear Project Details**

Nuclear Project Type

<input type="radio"/> Exports for a Nuclear Power Plant, other than Fuel Reloads	<input type="radio"/> Nuclear Fuel Reload for an existing Nuclear Power Plant
<input type="radio"/> Exports for a Research Reactor or Related Facility	<input type="radio"/> Other Nuclear related Equipment NOT connected with the physical operation of a nuclear power plant (Simulators, radiation monitoring equipment, etc.)

To provide details on a nuclear project:

1. Click any applicable radio button in *Nuclear Project Details*. Each will display additional sub-sections of fields that gather specific information.

## 2. Use the radio buttons and free-text fields to provide information in the additional sub-sections.

a. *Exports for a Nuclear Power Plant, other than Fuel Reloads*

Nuclear Power Plant Project Information	
<input type="radio"/> Is this a new project? <input type="radio"/> A partially built project? <input type="radio"/> A retrofit of an existing plant?	
Reactor Type (PWR, BWR, etc.)	Plant Capacity (MW)
<input type="text"/>	<input type="text"/>
Manufacturer of reactor or NSSS	Reactor or NSSS Model No.
<input type="text"/>	<input type="text"/>
Location of reactor or NSSS manufacturer	Description of proposed U.S. export
<input type="text"/>	<input type="text"/>

b. *Exports for a Research Reactor or Related Facility*

Reactor Type	Model No.
<input type="text"/>	<input type="text"/>
Manufacturer	
<input type="text"/>	

c. *Nuclear Fuel Reload for an Existing Nuclear Power Plant*

Reactor Type (PWR, BWR, etc.)	Plant Capacity (MW)
<input type="text"/>	<input type="text"/>
Manufacturer of reactor or NSSS	Reactor or NSSS Model No.
<input type="text"/>	<input type="text"/>

d. *Other Nuclear related Equipment NOT connected with the physical operation of a nuclear power plant (Simulators, radiation monitoring equipment, etc.)*

Type of Equipment	Manufacturer
<input type="text"/>	<input type="text"/>

## XV. Certification

Access and read the full certification statement via the link in the first paragraph, then verify the Authorized Representative:

- Has authorization to sign on behalf of the applying company
- Has read the Ex-Im legal certification information for the LI Application
- Affirms that all representations, facts and attachments are true
- Has not misrepresented or omitted any material facts

Menu	Certification
LI Pre-Qualification	<b>Certifications, Acknowledgements, Covenants and Notices – Letter of Interest Applications</b>  Please refer to the Certifications, Acknowledgements, Covenants and Notices for Letter of Interest Applications posted on Ex-Im Bank's website as document EIB-95-9 <a href="#">CERTIFICATIONS, ACKNOWLEDGEMENTS, COVENANTS AND NOTICES FOR LETTER OF INTEREST APPLICATIONS</a> .  <u>The Certifications, Acknowledgements, Covenants and Notices for Letter of Interest Applications are incorporated into this application as if fully set forth here.</u> When signing this application in the space provided below, the undersigned authorized officer signing on behalf of the Applicant certifies and represents that he or she is fully authorized to sign on behalf of the applicant, and that <u>HE OR SHE HAS READ</u> the Certifications, Acknowledgements, Covenants and Notices for Letter of Interest Applications referenced above <u>AND IS CERTIFYING, ACKNOWLEDGING AND COVENANTING</u> , as appropriate, to all of the certifications, acknowledgements and covenants set forth in that document.  The undersigned authorized officer, on behalf of the applicant, further certifies that the representations made and the facts stated in this application and its attachments are true to the best of the applicant's knowledge and belief, and the applicant has not misrepresented or omitted any material facts. The applicant further understands that these certifications are subject to the penalties for false statements and fraud against the U.S. Government (18 USC 1001, et. seq.).
Participant	
Special Features	
Product Information	
Financing Worksheet	
Transaction Information	
► Certification	
Application Processing Fee and Confirmation	

### Name of Authorized Representative

In the *Name of Authorized Representative* sub-section, identify the authorized officer who, on behalf of the applicant, certifies the veracity of statements. The Authorized Representative's *Last Name* and *First Name*, *Company Name*, *Date*, and *Signature* are required fields.

To enter the Authorized Representative information:

1. Enter the identifying data such as name, company, title, phone and email.
2. Click [Add Phone](#) and [Add Email](#) to add any additional phone numbers and email addresses.
  - The form accepts up to four phone numbers and four email addresses.
  - Click on the red 'X' to delete any unwanted entries.

### Name of Authorized Representative

Last Name \*

First Name \*

Middle Name

Company Name \*

Position/Title of Authorized Representative

Date \*

Fax

Phone Number

Type

Email

Type

Add Phone

Add Email

Please Type your Signature \*

## XVI. Application Processing Fee and Confirmation

Unless there is a need for an attachment, The LI Application's Processing Fee and Confirmation section is the final step in the application process. The application processing fee for the online submission of a Letter of Interest Application is \$50.

To make the payment:

1. Provide the credit card information. All fields in *Payment Details* are required.
2. Click [Submit Payment](#). Entering all the payment information makes this button visible.

Note: Processing the payment occurs over a secure connection with Pay.gov. No payment information is stored within the Bank's Application Intake System.

Menu	Application Processing Fee and Confirmation		
<ul style="list-style-type: none"> <li>LI Pre-Qualification</li> <li>Participant</li> <li>Special Features</li> <li>Product Information</li> <li>Financing Worksheet</li> <li>Transaction Information</li> <li>Certification</li> <li><b>Application Processing Fee and Confirmation</b></li> </ul>	<p><b>The application processing fee for the Letter of Interest Application is \$50.00. Please provide payment information in the Payment Details fields that follow then click 'Submit Payment.' A secure connection with Pay.gov will be established to process your payment. A 'Payment Receipt' field will then be displayed to indicate that payment has been processed successfully.</b></p> <p>Once you have received payment confirmation, please click 'Continue' to proceed to next screen and to complete your submission. If applicable, you will first be prompted to provide required attachments before finally submitting your application to Exim Bank.</p> <table border="1"> <tr> <td> <p><b>Payment Details</b></p> <p>Business Name: New Exim Export Customer Company</p> <p>Amount Charged: \$50.00</p> <p>Credit Cards Accepted: American Express</p> <p>Card Number: 5555555555555555</p> <p>Card Expiration Month: 04</p> <p>Card Security Code (CVV) - <a href="#">What is CVV?</a> 456</p> <p>Card Expiration Year: 2015</p> <p><b>Submit Payment</b></p> <p>I hereby authorize the debit of my Card Account in favor of Export-Import Bank of the United States for \$50.00.</p> </td> <td> <p>Transaction Status:</p> <p>Transaction Details:</p> <p>Approval Code:</p> <p>Pay.gov Tracking ID:</p> <p>Transaction Date:</p> <p>LI Tracking Number</p> </td> </tr> </table>	<p><b>Payment Details</b></p> <p>Business Name: New Exim Export Customer Company</p> <p>Amount Charged: \$50.00</p> <p>Credit Cards Accepted: American Express</p> <p>Card Number: 5555555555555555</p> <p>Card Expiration Month: 04</p> <p>Card Security Code (CVV) - <a href="#">What is CVV?</a> 456</p> <p>Card Expiration Year: 2015</p> <p><b>Submit Payment</b></p> <p>I hereby authorize the debit of my Card Account in favor of Export-Import Bank of the United States for \$50.00.</p>	<p>Transaction Status:</p> <p>Transaction Details:</p> <p>Approval Code:</p> <p>Pay.gov Tracking ID:</p> <p>Transaction Date:</p> <p>LI Tracking Number</p>
<p><b>Payment Details</b></p> <p>Business Name: New Exim Export Customer Company</p> <p>Amount Charged: \$50.00</p> <p>Credit Cards Accepted: American Express</p> <p>Card Number: 5555555555555555</p> <p>Card Expiration Month: 04</p> <p>Card Security Code (CVV) - <a href="#">What is CVV?</a> 456</p> <p>Card Expiration Year: 2015</p> <p><b>Submit Payment</b></p> <p>I hereby authorize the debit of my Card Account in favor of Export-Import Bank of the United States for \$50.00.</p>	<p>Transaction Status:</p> <p>Transaction Details:</p> <p>Approval Code:</p> <p>Pay.gov Tracking ID:</p> <p>Transaction Date:</p> <p>LI Tracking Number</p>		

A list of grayed out fields on the right side of the screen are populated by the system: *Transaction Status*, *Approval Code*, *Pay.gov Tracking ID*, *Transaction Date*, and *LI Tracking Number* once you submit payment. The fields populate with data indicating if the payment processed successfully.

- If processing is not successful:
  1. A payment failure message appears.
  2. The *Transaction Status* returned from Pay.gov shows "Failed."
  3. You can re-enter the payment information and resubmit.

Payment Error
<p>Your payment was not processed. For your security, your payment information was cleared from the Payment Details fields. Please re-enter your payment information and click 'Submit Payment' to process your payment.</p> <p>Transaction Status: Failed</p> <p>Transaction Details:</p> <p>Approval Code:</p> <p>Pay.gov Tracking ID:</p> <p>Transaction Date:</p> <p>LI Tracking Number 567942</p>

- If processing is successful:
  1. A 'Thank You' message appears.
  2. The grayed-out fields populate with confirmation data including *Tracking ID* to identify and track the payment transaction.
  3. Optionally, click **Save & Exit** to leave the form or click **Previous** to return to the preceding section.
  4. Click **Continue** to move to the next screen.
    - a. Resolve any errors at the bottom of the page concerning empty required fields.
    - b. If no attachments are required, the process is complete. The system presents the Confirmation Page.
    - c. If attachments are required, the system presents the Attachments Page (see next section).

**Menu**

- LI Pre-Qualification
- Participant
- Special Features
- Product Information
- Financing Worksheet
- Transaction Information
- Certification
- Application Processing Fee and Confirmation**

### Application Processing Fee and Confirmation

*The application processing fee for the Letter of Interest Application is \$50.00. Please provide payment information in the Payment Details fields that follow then click 'Submit Payment.' A secure connection with Pay.gov will be established to process your payment. A 'Payment Receipt' field will then be displayed to indicate that payment has been processed successfully.*

*Once you have received payment confirmation, please click 'Continue' to proceed to next screen and to complete your submission. If applicable, you will first be prompted to provide required attachments before finally submitting your application to ExIm Bank.*

#### Payment Details

Business Name:

Amount Charged:

\$50.00

Credit Cards Accepted:

Card Number:

Card Security Code (CVV) - [What is CVV?](#)

Card Expiration Month:

Card Expiration Year:

#### Thank You!

Your payment was successfully processed. Your payment tracking information is provided below. Please click 'Continue' to proceed to the next screen(s) and complete your submission.

Transaction Status:

Success

Transaction Details:

Approval Code:

A1B1C1

Pay.gov Tracking ID:

3FQNAFPT

Transaction Date:

2014-04-09T14:55:25

LI Tracking Number

567943

**Continue**

**Save & Exit**

**Previous**

The following errors were found in your form. Please correct them before proceeding.

To go directly to the errors on your form, please use the buttons below or double-click on the error(s) in the list.

Participant: Mailing City is required.

Participant: Mailing Country is required.

Participant: One Contact must be designated as the Primary Point of Contact.

Certification: Last Name is required.

**Go to First Issue**
**Go to Selected Issue**

## XVIII. Attachments (if applicable)

If the transaction requires attachment(s), as in the case of a Large Aircraft or Tied Aid transaction, clicking **Continue** on the Application Processing Fee and Confirmation page will take you to the Submission Attachments page.

1. Click **Add File** to attach each required document.

The screenshot shows the 'Submission Attachments' page for the 'Aircraft Transaction Information' section. At the top, there is a header for the 'EXPORT-IMPORT BANK of the UNITED STATES' and the title 'Application Intake System'. Below this, a blue box contains 'Instructions' stating that required documentation must be provided. A section titled 'Required Attachments' explains that files must be attached to complete the submission. The 'Aircraft Transaction Information' section specifies that a background summary on the airline, purchase reason, routes, and delivery dates is required. It lists acceptable file types (.pdf, .doc, .docx, .txt, .xls, .xlsx, .jpg, .bmp) and a 10 MB maximum file size. A '+ Add File' button is highlighted with a red box. Below this, the 'Total size' is 0 KB and the 'Total number of attachments' is 0. At the bottom, there are three buttons: 'Attachments Completed', 'Return to Form', and 'Cancel Submission'.

2. Attach any optional documents you feel support your application. Exim will support any document format.
3. Enter a description of each document (optional).
4. Click **Save** to continue with your submission or click **Cancel** to discontinue attaching files.

This screenshot shows the 'Required Attachments' section after a document has been added. The 'Aircraft Transaction Information' section now lists the file 'LI Form Large Aircraft Test Attachment.docx'. A red box highlights the 'Description' field, which contains the text 'Large Aircraft Background Summary'. Another red box highlights the 'Save' and 'Cancel' buttons at the bottom left of the attachment list.

5. Click **Add Another File** to continue attaching files, as needed.
6. To remove a document, click **Delete**

The screenshot displays the 'Submission Attachments' page with two attachments. The first attachment is 'LI Form Large Aircraft Test Attachment.docx' with a description of 'Large Aircraft Background Summary'. The second attachment is 'LI Form Tied Aid Test Attachment.docx' with a description of 'Evidence for Foreign Tied Aid'. A green checkmark is visible next to the second attachment. A red box highlights the '+ Add Another File (Optional)' button. Another red box highlights the 'Delete' button for the second attachment. At the bottom, the 'Total size' is 12 KB and the 'Total number of attachments' is 1. A red box highlights the 'Attachments Completed', 'Return to Form', and 'Cancel Submission' buttons.

7. Click **Return to Form** to go back to the main form to check or change information, if necessary.
8. Click **Cancel Submission** to end the submitting process and exit the form, if necessary.
9. Once you have attached all documents, click **Attachments Completed** to finalize submission and open a confirmation page.

## XIX. Confirmation Page

The confirmation verifies that your application submission was successful and completed. This page displays the date and time of submission and a reference number to help you track your form's progress.

1. Click **Download Now** to download a PDF copy of your completed form to your computer.
2. Enter your email address and click **Send Now** to have a PDF copy sent to your email.

EXPORT-IMPORT BANK of the UNITED STATES

### Application Intake System

Home Forms Task List History Account

#### Letter of Interest Application

**✓ Thank you**  
Your form has been submitted for processing.

Reference Number: **LIA2-198**  
Completed: 3:06 PM, Wednesday 9 April 2014

**From Here**

☒ Download a PDF copy of your form
 OR
☐ Send yourself an email with a PDF copy to your form

3. Click the 'View your form submission history' link to go to the History Page to see a copy of any application you have submitted. The History Page provides a **View Receipt** button to obtain the PDF of the form.

EXPORT-IMPORT BANK of the UNITED STATES

### Application Intake System

Welcome plucas Logout

Home Forms Task List History Account

#### History

View the history of forms you have submitted and their processing status.

search

<p><b>13 Mar 2014 3:08 PM - Letter of Interest Application</b> Reference Number: LIA2-165</p>	<input type="button" value="View Receipt"/>
---	---

## XX. Application Review

### A. Checking your Application

You can check the status of your application 45 minutes after submitting on the Task List Page of the Application Intake System. To view the status:

4. Login to your account.
5. Select the Task List Page to see a list of your submissions.
6. Any form that is under review will show the status, e.g., withdrawn or returned.

### B. Review Process

Ex-Im Bank will review your application to determine if financing can be provided. An initial look at the application will determine two possibilities.

1. **Returned Application:** Additional information is needed to process the application.
2. **Withdrawn Application:** Requested transaction does not meet the Bank's minimum requirements for acceptance at this time.

Ex-Im Bank will send an email notifying you if either of these conditions exists. The email will contain the Letter of Interest tracking number and your receipt number.

Note: Do not reply to the email. If you have questions, use the email address or phone number shown at the bottom for help.

#### 1. Returned Application for More Information

For a returned application, the email notification will include the following:

- Text file attachment explaining the additional information needed.
- Link to access the Application Intake System to access the form to provide the information.

**IMPORTANT:** The email will contain your original attachments, if they were required. When resubmitting, be sure to reattach them to your new submission. To access the form to make changes:

1. Check the text file in the email to find out what information is needed.
2. Click the link in the email to access the Ex-Im Bank Application Intake System.
3. Login to your account.
4. Select the Task List Page to see a list of your submissions.

EXPORT-IMPORT BANK of the UNITED STATES

## Application Intake System

Welcome [User] Logout

Home Forms **Task List** History Account

### Task List

Complete your outstanding forms and tasks.

search  Filter:

Assigned Task	<b>Returned LI Form: Tracking ID #566989 - Receipt #LIA2-165</b>	<input type="button" value="Open Form"/>
Assigned To:		Created: 13 Mar 2014 3:57 PM
Assigned Task	Assigned Task - Returned LI Form: Tracking ID #566987 - Receipt #LIA2-163	<input type="button" value="Open Form"/>
Assigned To:		Created: 13 Mar 2014 1:46 PM

5. Locate the referenced LI Tracking Number.
6. Click [Open Form.](#)
7. Make the necessary changes,
8. Resubmit the form. You do not need to submit payment again.

Please note that your new Letter of Interest Receipt Number will be different for your resubmission.

## 9. Application Withdrawn by Ex-Im Bank

For a withdrawn application that does not meet the minimum requirements for acceptance by Ex-Im, the email notification will include the following:

- Text file attachment explaining the reason(s) for the withdrawal.
- Contact phone and email for Export Import Bank to obtain more information.